

Mr. C. L. Cook
Toledo, Ohio

MACHINE SERVICE BULLETIN #33

SUBJECT: Machine Service Bulletin #24

DATE: March 2, 1926.

TO ALL DIVISION MANAGERS, DISTRICT MANAGERS & SALESMEN:

This Bulletin is being sent out in further reference to Machine Service Bulletin #24 issued under date of December 7, 1925 which contained information regarding the mechanism of the "1" and "2" series machines in illustrated form, and was addressed to the District Manager in charge of each office.

Since its release, we have found from talking with several of the Field Managers who have visited Orange and in carrying on correspondence with others regarding the mechanism of these machines, that many managers and salesmen do not seem to know that literature has been released covering these types of machines.

The contents of this Bulletin is very closely allied to sales work, as it answers many questions that come up from time to time. For this reason and for your benefit, we believe that all Monroe representatives should thoroughly familiarize themselves with the information contained therein, as we know that after you have read it you will agree with us as to its helpfulness.

As stated before, a copy of this Bulletin was sent to the District Office from which you operate and should be at your disposal for this purpose. Kindly get out this copy and read it carefully, unless you have already done so. After this is done, the attached card should be signed and returned to this office, as our assurance that you are cooperating with us in an endeavor to obtain the fullest benefit from our efforts in this direction.

J. M. Smith

FMS:MEW

General Service Manager

Mr. C. L. Cook,
Toledo, Ohio.

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General Service Manager

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